

ADMINISTRATIVE-INTERNAL USE ONLY

ODP-83-350

08 MAR 1983

MEMORANDUM FOR: Chairman, DDA/EPG

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SUBJECT: DDA Emergency Plan

FROM: ODP Planning Officer

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REFERENCE: Draft of DDA Emergency Plan dtd 4 March 1983

1. As previously reported in the ODP memo on the recent snow emergency, (see note of 18 February 1983 to [redacted]), ODP did not experience any problems which would impair our ability to continue the operation of the central computer facility.

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2. As a result of our own experiences we would like to point out a few other facets which might be considered or emphasized in the DDA Emergency Plan:

- ° It is just as important to keep non-essential personnel out of the buildings as it is to keep key personnel on the job. It would appear that OPM decisions are inadequate and other means of controlling those who report be explored. A large number of non-essential personnel trapped in agency buildings could severely impair the execution of our mission.
- ° ODP is also dependent upon contractors for hardware maintenance and software support. It is necessary to include key contractor personnel in emergency plans. We do not know what this means legally or financially.
- ° If our buildings should require ADP support it would require a much larger list of key personnel for ODP.
- ° It would appear that there is insufficient planning for a serious accident or illness.

3. ODP concurs with the draft plan and believes that the past emergency has brought out some glaring deficiencies and this is a good beginning to their correction.

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